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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

| <b>FROM:</b>                     |          |       |       | TELEPHONE          | NO.       |          |
|----------------------------------|----------|-------|-------|--------------------|-----------|----------|
| Director of Personnel            |          |       |       |                    | DATE      |          |
| TO                               | ROOM NO. | DATE  |       | OFFICER'S INITIALS | TELEPHONE | COMMENTS |
|                                  |          | REC'D | FWD'D |                    |           |          |
| 1. Office of the General Counsel | 221 East |       |       |                    |           |          |
| 2.                               |          |       |       |                    |           |          |
| 3.                               |          |       |       |                    |           |          |
| 4.                               |          |       |       |                    |           |          |
| 5.                               |          |       |       |                    |           |          |
| 6.                               |          |       |       |                    |           |          |
| 7.                               |          |       |       |                    |           |          |
| 8.                               |          |       |       |                    |           |          |
| 9.                               |          |       |       |                    |           |          |
| 10.                              |          |       |       |                    |           |          |
| 11.                              |          |       |       |                    |           |          |
| 12.                              |          |       |       |                    |           |          |
| 13.                              |          |       |       |                    |           |          |
| 14.                              |          |       |       |                    |           |          |
| 15.                              |          |       |       |                    |           |          |

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